COMP 030 S29 - Fundamental Computer Studies

COURSE OUTLINE – Winter 2019

Course Description
Computers are an important part of education, work and personal life. Computer skills are introduced at the fundamental level to help students gain the knowledge and confidence to perform basic computer operations.

1. **Instructor Information**

   (a) Instructor: Jennifer Bennett

   (b) Contact information: bennettj@camosun.ca; 250-370-3675

   (c) Class hours: Mon, Wed 10:30 – 11:50

2. **Intended Learning Outcomes**
   Upon successful completion of this course students will be able to demonstrate the following skills:

   A. Basic Knowledge of Computers
   - list the basic parts of a computer system (system unit, monitor, keyboard, mouse, USB drive, hard disk drive and printer)
   - demonstrate the ability to properly start and shut down a computer system, including logging off a public computer
   - demonstrate the ability to start and close a program
   - describe some common uses of computers in society
   - create a folder and demonstrate basic file management skills
   - use a mouse, pointing device or touch pad
   - demonstrate the ability to operate a printer (power on, load paper and print)

   B. Keyboarding
   - use correct touch typing techniques and procedures for letters only, not top row numbers/symbols
   - achieve an adjusted typing speed of 10 wpm

   C. Word Processing
   - create a new word processing document
   - open and edit an existing document
   - save a document to a storage drive
   - print a document
   - retrieve a document
   - use editing tools, such as a spell checker or thesaurus

   D. Electronic Communication
   1. Internet
   - Use favorites/bookmark bar
   - Fill in online forms
   - Perform a search using a web search engine
   - Use library websites to search for, request, and renew books and other resources
   - Be aware of security issues on the internet

   2. Send and receive email including attachments

3. **Required Materials**

Texts and materials will be available in online classroom.

4. **Course Content and Schedule**
In the online classroom, a click on the *Evaluation Tools* button will take you to the *Course Schedule.* It presents a schedule of recommended completion dates with hyperlinks to appropriate course content. If you are unable to meet the schedule outlined in the online classroom, be sure to develop an alternate individual learning plan with your instructor.

Course Requirements

	Activity	Description
1	Introduction to Keyboarding	Practise with typing tutor program
2	Introduction to Basic Knowledge of Computers	Develop a basic understanding of how to operate a computer.
3	Introduction to Word Processing	Practise basic word processing skills
4	Introduction to Electronic Communication I	Browse the Internet as well as initiate and respond to emails.

5. **Basis of Student Assessment**
Your portfolio is a collection of your assignments and quizzes that will be used in the final assessment for the course.

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6. **Grading System**
(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)
(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

☐ Standard Grading System (GPA)

☒ **X** Competency Based Grading System

7. **Recommended Materials to Assist Students to Succeed Throughout the Course**

8. **College Supports, Services and Policies**

Immediate, Urgent, or Emergency Support
If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ http://camosun.ca/about/mental-health/emergency.html or http://camosun.ca/services/sexual-violence/get-support.html#urgent

College Services
Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at http://camosun.ca/

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at http://camosun.ca/about/policies/. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS *http://www.camosun.bc.ca/policies/policies.php*

The following two grading systems are used at Camosun College:

1. **Standard Grading System (GPA)**

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. **Competency Based Grading System (Non GPA)**

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at http://www.camosun.bc.ca/policies/E-1.5.pdf for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	*Incomplete*: A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.

IP	*In progress*: A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	*Compulsory Withdrawal*: A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.